



STATE OF WASHINGTON
GAMBLING COMMISSION

P.O. Box 42400 • Olympia, Washington 98504-2400 • (360) 486-3440 • TDD (360) 486-3637 • FAX (360) 486-3631

FUND-RAISING EVENT RECORDS PACKET

This packet contains the prescribed forms required as the basis of your fund-raising event records as set forth in WAC 230-25-070. These records must be maintained for all activities conducted at each fund-raising event.

We have included a quantity of forms that should be sufficient for most events. If the supply is inadequate for your particular event, you may request the necessary additional forms from the Commission. Also included is a shortened version of the rules manual which should be kept available during the fund-raising event per WAC 230-12-080.

Submit only the ORIGINAL Fund-Raising Event Report to the Commission, no later than 30 days following the day(s) of the event. KEEP the COPY of the report together with all other Fund-Raising Event records as part of your organization's records for a period of not less than three years. See the enclosed packet for more detailed instructions regarding record keeping and reporting requirements.

Additionally, new licensees should contact their local county or city treasurer for details regarding taxation of authorized gambling activities within your particular area, as specified in RCW 9.46.110. MOST require some type of registration prior to commencement of your gambling activity(ies).

If you have any questions, or need assistance, please call the Gambling Commission office in your area:

Everett.....(425) 339-1728, Ext. 221

Tacoma(253) 471-5312, Ext. 221

Spokane.....(509) 329-3666, Ext. 228

Enclosures

FUND-RAISING RECORDS PACKET

LIST OF CONTENTS

IMPORTANT: PLEASE EXAMINE THE CONTENTS OF YOUR FUND-RAISING EVENT PACKET PRIOR TO THE DATE OF YOUR EVENT. CHECK THE PACKET TO INSURE THAT YOU HAVE RECEIVED THE FORMS YOU ARE REQUIRED TO PREPARE AND MAINTAIN FOR YOUR EVENT.

Your Fund-Raising Event packet should contain the following:

1. Fill Receipts (GC2-113) – 3 Pads (50 Each)
2. Count Slips (GC2-114) – 2 Pads (100 Each)
3. Game Control Sheets (GC2-115) – 1 Pad (25 Each)
4. Central Accounting System:
 - A. Instructions with Completed Examples
 - B. Game Revenue Summary (GC2-116)
 - C. Count and Reconciliation Summary (GC2-117)
 - D. Record of Distribution of Net Receipts > \$10,000 (GC2-117a)
5. Pull-Tab Income Summary with Instructions (GC2-220)
6. List of Workers (GC2-235)
7. Activity Report – To Be Completed and Returned (GC2-136a)
8. Problem Gambling Sign to be Posted on the Premises.

NOTE: Your Fund-Raising Event packet contains the Fund-Raising Event report form you are required to submit to the commission. This is the only form submitted to the Gambling Commission. Retain all others for your records. Please mail your report in the green envelope provided. The report is due 30 days after your event.

If you are missing any of the above required forms, please contact licensing services section at (360) 486-3440 as soon as possible to allow time for us to furnish the forms prior to your event.

SOME IMPORTANT DOs AND DON'Ts

DO:

1. READ the instructions and rules.
2. Ask a commission staff member for help if you don't understand something. Remember it is your organization's money and licenses at risk.
3. Be sure you understand the \$10,000 limitation and know what your net receipts were for any previous event during the current CALENDAR year. Remember, you must not exceed \$10,000 total net receipts during a CALENDAR year.
4. Have supplies of pencils, paper, scotch tape, rubber bands, calculators, etc., on hand BEFORE the event begins.
5. Have adequate personnel and be sure they understand their duties.
6. Be sure each table is numbered and has a lock box. Have an extra lock box or two available in the count room to exchange for the one(s) being picked up.
7. Be sure the rules for playing are posted, including your plan to give away all net receipts in excess of the \$10,000 limitation.
8. Count the beginning and ending bankrolls and obtain the REQUIRED verifying signatures.
9. Use the fill receipts and count slips in sequence to document ALL movement of money and chips. Be sure to double check all counts of monies received in the count room and carefully record the amounts received on the count slips.
10. Provide each dealer with a 15 to 20 minute break each hour.
11. Encourage your dealers not to drink while working the event. Intoxicated (and tired) dealers are a player's delight.
12. Remember to file your fund-raising event report with the commission within 30 days of your event.
13. ***HAVE AN ENJOYABLE AND PROFITABLE EVENT.***

DO NOT:

1. Exceed the \$10,000 limit on annual net receipts. This means you may not exceed \$10,000 for any single event or as the total for all events held during a calendar year.
2. Leave a dealer at a table for more than 40 to 45 minutes. Remember, if you let them get too tired, they will not be able to recover during a break. Tired (and intoxicated) dealers can cost your organization a lot of money.
3. Transfer money between gambling tables. Route all transactions through the count room and cashier.

OPERATIONAL INSTRUCTIONS FOR USING THE FRE ACCOUNTING SYSTEM

1. Obtain the beginning bankroll.
2. Count it and enter the beginning amounts on form GC2-117 (***Count and Reconciliation of Cash and Chips***). Two people must count and sign the verification of the beginning bankroll.
3. Assign a number to each table or gambling activity.
4. Be sure each table or gambling activity has a lock box in place. Be sure to have a least one empty lock box available in the count room to exchange for one being picked up. It will be easier to determine where a lock box has been located if a slip of paper is placed inside with the assigned table number on it.
5. Prepare a chip/change tray for each table or gambling activity.
6. Prepare a ***Fill Receipt*** (GC2-113) for each tray before it is taken to the table or game. Use the ***Fill Receipts*** in sequence and fill them out completely including the proper initials as required. The **original** (white copy) remains with the count room after the amount is verified and initialed by the runner. The **yellow copy** goes with the tray to the game table and is placed in the lock box after the dealer verifies the amount received and initials the copy. Retain all voided fill receipts.
7. A ***Fill Receipt*** is prepared in the same way each time money or chips are taken from the count room to a game table.
8. Money or chips are **NEVER** to be transferred between game tables. If a table has excess coins or chips, they should be put into the lock box to be taken back to the count room. All additional money or chips brought to a table must come from the count room and must be accompanied by a fill receipt.
9. Prepare a ***Game Control Sheet*** (form GC2-115) for each table or gambling activity.
10. Post each ***Fill Receipt*** to the proper ***Game Control Sheet***. Put an initial or check mark on each ***Fill Receipt*** after it is posted so you will know it has been posted.
11. Maintain the posted ***Fill Receipts*** in numerical sequence.
12. Prepare a ***Count Slip*** (GC2-114) each time a lock box or change tray is returned to the count room. Use them in numerical sequence just as you do the ***Fill Receipts***. Be sure to carefully count and record all monies received. These should be double checked for accuracy. Retain all voided count slips.
13. When the lock boxes are brought in, they will contain the yellow copies of the ***Fill Receipts***. These should be sorted into numerical sequence and matched against the original white copies. Be sure to account for all copies.
14. Post each ***Count Slip*** to the proper ***Game Control Sheet*** just as you do the ***Fill Receipts***. **CAUTION:** Be sure to post the ***Count Slips*** and ***Fill Receipts*** in the proper column on the count room ***Game Control Sheets***.
15. Maintain the accumulated net receipts column on each ***Game Control Sheet*** by adding each amount received from the game and subtracting each amount sent to the game. The comments column can be used to note any significant occurrences during the event relating to each game.

16. At the conclusion of the event, prepare a **Count Slip** for each chip/change tray and each lock box brought in. Post them to the proper **Game Control Sheet**.
17. Be sure to account for all **Fill Receipts** and **Count Slips** including any that are unused.
18. Complete each **Game Control Sheet** and post the totals from each to the **Game Revenue Summary** (GC2-116).
19. Complete the **Game Revenue Summary** to determine the net receipts or loss from the event for comparison with the net receipts based on the count of the actual cash and chips on hand.
20. Count all of the cash and chips on hand at the conclusion of the event and enter the ending amounts on form GC2-117 (**Count and Reconciliation of Cash and Chips**). Complete the cash and chips reconciliation and obtain the verifying signatures for the ending bankroll.
21. The information contained on the **Game Revenue Summary** and the **Count and Reconciliation of Cash and Chips** provide everything except the details of your expenses needed to complete the fund-raising event report. The report must be submitted to the Gambling Commission within thirty days of the conclusion of your event.
22. Send only the original of the fund-raising event report to the Gambling Commission. **DO NOT** send your detailed records. They are to be kept as part of your organization's records for at least three years following the end of the current fiscal year.
23. Deposit the ending cash in the bank at the conclusion of the event and attach the validated deposit slip to your records. Do not pay any expenses from the ending cash before making the deposit. All expenses should be paid by check.

CONDENSED LICENSING RULES / INFORMATION
(FUND RAISING EVENT RECORDS)

WAC 230-08-010 Monthly records. Every person or organization licensed to operate any gambling activity shall maintain permanent monthly records of all financial transactions directly or indirectly related to gambling activities. Each record shall include, but not necessarily be limited to, all details of the following:

Compliance with other rules.

(1) All financial transactions completed by the licensee must contain enough detail to determine compliance with the requirements of WAC 230-04-024, 230-04-080, 230-08-122, and 230-40-821;

Activities to be recorded separately and within thirty days - exception.

(2) Each licensed activity shall be recorded separately and include all transactions occurring during a calendar month. These records shall be complete in every detail and available for audit or inspection by agents of the commission or other law enforcement personnel no later than thirty days following the end of each month: Provided, That businesses licensed to operate punch boards and pull-tabs as commercial stimulants shall complete monthly records no later than fifteen days following the end of each month and such shall be available for audit or inspection the next day;

Records required for all licensees.

- (3) The gross gambling receipts from the conduct of each of the activities licensed;
- (4) Full details on all expenses related to each of the activities licensed;
- (5) The total cost of all prizes paid out for each of the activities licensed;

Charitable and nonprofit records.

(6) With respect to those organizations licensed as qualified bona fide charitable or nonprofit organizations, except agricultural fairs, records shall clearly show in detail how the proceeds from each licensed activity obtained by the licensee were used or disbursed by that licensee. These records shall provide an audit trail satisfactory to allow verification that the funds were used for the organization's purpose(s). These records will include, but not be limited to, canceled checks for the subject disbursements;

Commercial stimulant records.

- (7) With respect to commercial stimulant licensees, records shall include at least the following details:
 - (a) Gross sales of food and drink for consumption on their licensed premises;
 - (b) Gross sales of food and drink for consumption off the licensed premises; and
 - (c) Gross sales from all other business activities occurring on the licensed premises.

Punch board and pull-tab games removed from play.

(8) In addition to any other requirement set forth in these rules, licensees for the operation of punch boards and pull-tabs shall be required to prepare a detailed monthly record for punch boards and pull-tab series removed from play during that month. This detailed monthly record shall be recorded in a standard format prescribed by the commission: Provided, That punch board and pull-tab monthly records may be stored in computer data bases if:

- (a) Computer data base records are not the primary storage medium and all original input control documents supporting data maintained in computer data bases are retained by the licensee;
- (b) A "hard copy" report organizing the data maintained in the computer data base is generated for each month. This report must be completed and available for review no later than thirty days following the end of the month;
- (c) An up-to-date "hard copy" report is provided within three days upon request of commission agents, law enforcement personnel, or local tax authorities;
- (d) Reports generated from the computer data base provide all data required by subsection (9) of this section; and
- (e) Reports generated from the computer data base organize the required data in an order that approximates the standard format and does not impede audit.

Disclosing punch board/pull-tab information.

(9) Monthly records for punch boards and pull-tabs shall disclose for each punch board and pull-tab series the following information:

- (a) The name of the punch board or pull-tab series;
- (b) The Washington state identification and inspection services stamp number recorded by attaching a records entry label: Provided, That in lieu of the records entry label, licensees may use a facsimile of the bar coded Washington state identification and inspection services stamp number which is generated by a printer interfaced with a computer data base, if the following standards and procedures are followed:
 - (i) The Washington state identification and inspection services stamp number must be electronically input into the data base by scanning the stamp with a bar code reader;
 - (ii) Records must be printed on white paper. Facsimiles of the bar coded Washington state identification and inspection stamp numbers must be at least one-quarter inch in height with a "quiet zone" on at least one-quarter inch of each side of the bar code;
 - (iii) Bar code facsimiles must be code "interleaved two of five" (USS-12/5) with a readability rate of at least 99.0% with a maximum of three passes with commission bar code reading equipment. Each licensee will be responsible for the accuracy of printouts and ensuring that bar codes are electronically readable. It is recommended that specifications of a printer be reviewed for capability to meet minimum standards prior to

purchase or lease and that the printer be equipped with a serviceable ribbon.

- (c) The date removed from play;
- (d) The total number of tabs in each pull-tab series or the total number of punches in each punch board;
- (e) The number of pull-tabs or punches remaining after removal from play;
- (f) The number of pull-tabs or punches played from the pull-tab series or punch board;
- (g) The cost to the players to purchase one pull-tab or one punch;
- (h) The gross gambling receipts as defined in WAC 230-02-110;
- (i) The total prizes paid, including both cash and merchandise (calculated by the cost to the licensee) prizes;
- (j) The net gambling receipts (gross gambling receipts less total prizes paid);
- (k) The cash over or short determined by:
 - (i) Subtracting actual cash from net gambling receipts for punch boards and pull-tabs which award cash prizes; and
 - (ii) Subtracting actual cash from gross gambling receipts for punch boards and pull-tabs which award merchandise prizes.
- (l) The actual cash received from the operation of each pull-tab series or punch board: Provided, That when more than one series of pull-tabs is sold from a single dispensing device and the dispensing device is equipped with recording devices or meters which provide an accounting of the number of tabs dispensed from each individual series, the actual cash received may be computed by use of the meter readings. If this method is used to account for actual cash, all series in each dispensing device shall be played out at least once each calendar quarter and the combined cash over or short calculated for all series played from each dispensing device during the period by reconciling the total cash removed from the dispensing device to the total tabs sold from that dispensing device. The combined cash over or short shall be recorded as required by (k) of this subsection;
- (m) With written commission approval, licensees operating pull-tabs to stimulate food and drink sales may record (k) and (l) of this subsection in total on a daily, weekly, or monthly basis, if their recordkeeping procedures meet commission standards.

Supporting documents.

- (10) Copies of all additional financial data which support tax reports to any and all governmental agencies; and

Records to be maintained for three years.

- (11) Each of these records shall be maintained by the licensee for a period of not less than three years from the end of the fiscal year for which the record is kept unless released by the commission from this requirement as to any particular record or records.

WAC 230-08-260 Fund raising events – Activity report required. Each licensee for the operation of fund raising events shall submit an activity report to the commission concerning the operation of the licensed activities and other matters set forth below for the period of each event.

The report form shall be furnished by the commission and the completed report shall be received in the office of the commission no later than 30 days following the authorized operating days or day.

The report shall be signed by the highest ranking executive officer or his designee. If the report is prepared by someone other than the licensee or his employee, then the preparer shall print his/her name and phone number on the report.

The report shall include, among other items, the following information:

- (1) The gross receipts from each separate gambling activity;
- (2) Total cash prizes actually paid out and the total of the cost to the licensee of all merchandise prizes actually given out for each separate gambling activity. Donated prizes will be recorded at the fair market value of the prize at the time they were received by the organization;
- (3) The net receipts for each separate gambling activity;
- (4) The total net receipts;
- (5) Full details of all expenses directly related to each event.

WAC 230-25-020 Fund-raising event – Licensee to give notice to local police jurisdiction prior to conducting – Inspection of equipment by police. No person licensed to conduct fund-raising events shall conduct any such events at any location within the state of Washington without having first given notice to the local police agency of the jurisdiction within which the fund-raising events are to be conducted. Such notice shall be in writing, addressed to the head of the local police agency, and shall be delivered no less than ten days in advance of the date upon which the fund-raising event is to be conducted: Provided, That this time may be reduced by the chief officer of the local law enforcement agency for good cause shown.

Such notice shall include the following information:

- (1) The name and address of the licensee, and the name and local address of the person exercising managerial authority over the conduct of the event at that location;
- (2) The date or dates the fund-raising event will be conducted;
- (3) The location at which the fund-raising event will be conducted.

The licensee shall not utilize any equipment in the conduct of the fund-raising event unless the equipment has been available for inspection by the local police agency for a period of two hours immediately preceding such utilization.

WAC 230-25-030 Fund-raising event – Ten thousand dollars annual net receipts maximum. (1)

The annual net receipts an organization shall earn conducting fund-raising events (FREs) must not exceed ten thousand dollars. Licensees must ensure the net receipts limit is not exceeded. Net receipts are calculated by subtracting money used to purchase prizes and pay-out cash prizes, from all wagers and bets received. This limitation applies to licensees conducting:

- (a) One FRE for a period of seventy-two consecutive hours once during a calendar year; or
- (b) Two FRE occasions during a calendar year. Each event shall not exceed twenty-four consecutive hours.

Limited FREs may deduct cost of equipment rental.

(2) Licensees conducting *limited* FREs (see WAC 230-25-325) may also deduct the cost of equipment rental from their gross receipts (all wagers and bets received) when calculating the ten thousand dollar annual net receipts maximum.

Distribution of excess net receipts.

(3) Licensees conducting FREs must distribute excess net receipts to another charitable or nonprofit organization that is either licensed by the commission, or meets the criteria set forth in RCW 9.46.0209. The money must be distributed by check within thirty calendar days following the FRE. The licensee shall conspicuously post in the FRE gambling area the name(s) of the organization(s) that will receive the money earned in excess of the ten thousand dollar annual net receipts limit.

WAC 230-25-033 Fund-raising events on New Year's Eve extending past midnight. For the purposes of computing and applying limitations in chapter 9.46 RCW and these rules upon income to the licensee and upon the number of events, or consecutive hours in such events, in a calendar year, a fund-raising event which (1) includes any part of December 31, and (2) continues past midnight into the new calendar year, shall be treated as if each hour of the event had been held solely in the calendar year designated by the licensee upon the license application submitted to the commission for the event.

WAC 230-25-040 Fund-raising event – House rules to be developed and posted – Limitations on wagers. (1) Before conducting a fund-raising event (FRE), each licensee shall develop house rules to govern the scope and manner of all gambling activities to be conducted during the FRE. At a minimum, these rules shall:

- (a) State the maximum amount of a single wager that may be placed by FRE participants. Wagering limits are as follows:
 - (i) Single wagers shall not exceed ten dollars;
 - (ii) Raffles or other similar drawings may exceed the ten dollar wagering limit, but may not exceed the limitations set forth in RCW 9.46.0277; and

GC2-143a Rules (Rev 10/04)

- (iii) There are no limits on wagers made using scrip.
- (b) Prohibit any thing of value from being given to any person involved in the management or operation of the FRE; and
- (c) Prohibit any person involved in the management or operation of the FRE from accepting any thing of value.

Posting house rules.

(2) A copy of the rules shall be conspicuously posted in the area where the FRE is being conducted at all times during the FRE. A copy must be available, upon request, to any law enforcement officer or representative of the commission, or member of the general public.

WAC 230-25-050 Wagering among participants not permitted. No licensee to conduct a fund-raising event shall permit, as a part of that fund-raising event, a gambling activity which involves a wagering of money or other items of value by one participant against another participant. This rule shall not be construed to prohibit gambling activities wholly administered by the licensee wherein the licensee collects wagers from among the participants and determines the winners and amounts of prizes on a parimutuel basis.

WAC 230-25-055 Use of chips, scrip or similar items at fund-raising event. All chips, scrip or similar items, used as a substitute for money at a fund-raising event shall be issued only during and at the fund-raising event itself.

No such chips, scrip or similar items shall be redeemed by any licensee after the event is concluded.

WAC 230-25-060 Coin-operated gaming devices prohibited. In no event shall coin-operated pull-tab dispensing devices, or any other mechanical gambling or lottery device activated by insertion of a coin or other object be utilized at or in connection with the conduct of, the fund-raising event.

WAC 230-25-065 Licensees may join together to conduct a fund-raising event. (1) Organizations holding a license to conduct a fund-raising event may join together with other organizations holding such a license to jointly conduct a fund-raising event providing that the following conditions are met:

- (a) Prior approval to do so is received by each licensee from the commission for that particular fund-raising event;
- (b) The method by which any income or losses and expenditures will be received, expended, and apportioned among the licensees conducting the fund-raising event is disclosed in writing to the commission, together with the application for the fund-raising event. Changes to the original application must be approved by the commission;
- (c) The percentage of income or loss agreed to by any organization shall not be greater than the percentage

needed for them to reach the maximum of \$10,000 for the calendar year;

(d) A lead organization and an event manager are designated in the application, with the lead organization having the responsibility for the central accounting system required by WAC 230-25-070, and compliance with WAC 230-25-030(3) regarding the distribution of receipts beyond those permitted in (2) below;

(e) Each licensee shall prepare a list of all persons from their organization taking part in the management or operation of the fund-raising event. Such list shall be available on the premises and contain, at a minimum, the name, address, telephone number, and a brief statement signed by the chief executive officer certifying that each member listed is a bona fide member as specified in RCW 9.46.020(15) and WAC 230-25-260.

(f) A fund-raising event report will be prepared and submitted by the lead organization as required by WAC 230-08-260; and

(g) Records are kept by each of the participating licensees which clearly disclose the amount of money received and expended in connection with the joint fund-raising event;

(2) The amount of income derived from the joint fund-raising event will not exceed the event limit of \$10,000. In addition, each participating organization must comply with annual limits imposed by RCW 9.46.020(23) and WAC 230-25-030. The joint fund-raising event shall count against only the lead organization or organizations receiving fifty percent or more of the allowable proceeds for the purposes of determining the number of such events an organization may conduct each year.

(3) The lead organization will be responsible for the deposit of the ending cash on hand and must comply with WAC 230-25-070(12). All funds due to any participating organization must be made by check and disbursed within 30 days following the end of the event.

WAC 230-25-070 Fund-raising events – Central accounting system required. Licensees conducting fund-raising events (FREs) shall establish and maintain a central accounting system in a format prescribed by the commission for all activities conducted at the FRE. Licensees shall obtain accounting forms from the commission.

Components of the central accounting system.

(1) The central accounting system shall contain, but is not limited to, the following:

Personnel.

(a) Adequate personnel and physical areas to provide for the following minimum separation of duties:

(i) A banker, cashier, or count room to handle the original bankroll, provide coin or chips to the games, redeem chips and cash checks for the players;

(ii) A runner to transport money, chips and lock boxes between stations of the event; and

(iii) Pit bosses, each of whom shall supervise the operation of not more than six gambling stations and who

shall supervise the transfer of lock boxes and chips/change trays to the count room.

Procedures for securing, handling and counting money.

(b) An area for the counting of money which is segregated from the area gambling is conducted. All money received in connection with the FRE shall be brought to this area for counting. Once any such money has been brought to this area, three persons shall be assigned to the count area with a minimum of two in the counting area at all times.

(c) The beginning bankroll shall be verified by at least two persons who shall sign such verification.

(d) There shall be documentation containing verifying signatures for the transfer of money between any two stations of the event.

(i) All count/fill slips shall be used sequentially. Voided count/fill slips will be signed by two persons and retained with accounting records.

(ii) All unused count/fill slips shall be retained along with all other count/fill slips as part of that FRE's accounting records.

(e) All games shall be numbered and provided with lock boxes and money paddles. The money paddle shall remain in the lock box slot whenever it is not in use. The money slot of the lock box shall not exceed three and one-half inches in length and one-half inch in width.

(f) The keys to all lock boxes are to be kept in the count room at all times and the lock boxes are to be opened only in the count room by the count room personnel.

(g) All games are to be played using coin or chips and all currency tendered by the players shall be exchanged for coin or chips and immediately placed in the lock box by the dealer.

(h) All money and chips shall be transferred to the count room at the end of the day or event for final tabulation, reconciliation, and verification.

(i) The final tabulation and reconciliation shall be verified by at least three count room personnel who shall sign such verification.

(j) Access to the count room and the bankers and cashier's areas shall be restricted to the persons assigned to those functions and to the runner(s) who transport money or chips to or from those stations.

(k) Records shall provide sufficient detail to determine the net receipts of each activity conducted.

(l) The records shall contain a reconciliation of the ending cash on hand to net receipts.

(m) The ending cash on hand shall be deposited intact within two banking days of the conclusion of the event, and a validated deposit slip shall be included as part of the event records. There shall be no expenditure of any kind made from the ending cash prior to deposit. However, this subsection shall not prohibit a licensee from exchanging its ending currency and coin for a check of equal value to reduce the risk and exposure of carrying or storing large amounts of money.

Accounting system for *limited* FREs.

(2) Subsection (1) of this section shall not apply to *limited* FRE licensees (see WAC 230-25-325). For accounting purposes, *limited* FRE licensees shall comply

with WAC 230-08-010 and must also provide details regarding how much of the admission fees from the FRE are allocated to gambling scrip and how much is allocated to other FRE expenses.

WAC 230-25-100 Fund-raising event – Leasing of commercial business premises – Conditions. (1) Fund-raising events (FREs) shall not be operated within a commercial business catering to the public except when:

(a) The room or other portion of the premises in which the FRE is being conducted is separate and apart from the portion being used for the commercial business;

(b) The commercial business is closed to the public at all times during which the FRE is conducted on the premises; or

(c) The FRE is being conducted upon the premises of a bona fide charitable or bona fide nonprofit organization which is not also being used for a profit seeking business.

(2) No licensee shall conduct a FRE on or within any portion of a commercial business premises during the period any other FRE is being conducted on or within any portion of that retail premise.

(3) For *limited* FREs (see WAC 230-25-325), the FRE equipment distributor must not provide the facility or be otherwise compensated by the facility where the *limited* FRE is conducted.

Separate and apart defined.

(4) As used in this rule, separate and apart means a permanent or temporary partition which provides a solid, distinct separation between the portion of the room or premises the FRE is being conducted and the portion of the room or premises being used for the commercial business. This partition must limit the flow of pedestrians between the FRE and the commercial business to not more than two designated openings.

FRE operator to control premises - exception for liquor.

(5) The FRE operator must have, and exercise, complete control over the portion of the premises being used for the FRE, at all times the event is being conducted: Provided, That when the sale, service or consumption of intoxicating liquor is permitted in said portion of the premises, the liquor licensee or permittee shall be responsible for compliance with liquor laws and regulations.

Commercial business employees shall not participate in FRE.

(6) The owner, manager or any employee of the commercial business shall not be an officer of the FRE operator or participate in the operation of the FRE on that premises. No part of the operation or play of any gambling activity shall be conducted by the commercial business. The FRE operator shall be responsible for ensuring the commercial business does not participate in any of the FRE activities.

WAC 230-25-110 Fund-raising event – Equipment use, lease or rental from licensee only. (1) Fund-raising event (FRE) licensees must:

(a) Only purchase or rent gambling equipment from a licensed distributor or another FRE licensee; and

(b) Ensure the equipment it owns is only used during the operation of licensed FREs, or other authorized gambling activities it may offer.

Equipment transfers by FRE licensees.

(2) A FRE licensee may sell, loan or rent equipment acquired for its own FRE to another FRE licensee(s) for up to four events per year without being licensed as a FRE equipment distributor. The transfers must take place within the twelve calendar month period following the conduct of a licensed FRE.

Equipment transfers by distributors.

(3) Only persons holding a valid license to sell or distribute punch boards, pull-tabs, pull-tab dispensing devices, and/or FRE equipment are authorized to sell or lease gaming equipment to FRE licensees for use during a licensed FRE.

Distributor responsibilities.

(4) All commission rules relating to the sale or distribution of punch boards, pull-tabs, or pull-tab dispensing devices by distributors shall be applicable to the sale or rental of gaming equipment and pull-tabs used in a licensed FRE, except when such rules are inconsistent with the provisions of this section.

Identification stamps not required.

(5) FRE gambling equipment does not require commission approval or identification stamps.

WAC 230-25-120 Expenditure limits for fund-raising events. (1) The purpose of a fund-raising event (FRE) is to raise funds for organizational purposes. FREs should be operated with a profit motive as described in WAC 230-02-503. FRE licensees shall make a good faith effort to ensure that the expenses paid for all phases of the FRE, including premises, equipment rental, and prizes do not exceed the total gross receipts received for all phases of the activity.

Price limit on sale and rental of FRE equipment.

(2) No sale, rental or lease of gaming equipment, premises or services for use in a licensed FRE shall be transacted except on commercially reasonable terms established in the competitive market. All rentals shall be a lump sum or hourly rate and shall not be based upon a percentage of the income or profit derived from the conduct of a FRE.

WAC 230-25-150 Pull-tabs at fund-raising events

– **Authorized.** Pull-tabs are authorized for use at fund-raising events (FREs) and shall be treated as conducted solely under the FRE license: Provided, That pull-tabs shall not be offered for sale at *limited* FREs (see WAC 230-25-325). Except where superseded by WAC 230-25-160, all rules applicable to the operation of pull-tabs set forth in chapter 230-30 WAC shall be applicable to pull-tabs utilized at FREs.

WAC 230-25-160 Pull-tabs at fund-raising events

– **Operational requirements – Limitations.** The following requirements shall be utilized in the sale of pull-tabs at fund-raising events.

(1) All pull-tab series for use at fund-raising events shall contain the inspection identification stamps and record entry labels and shall be purchased for specific use at fund-raising events.

(2) Pull-tabs shall be removed from the packaging container and mixed before selling to the public. All pull-tabs will be sold out of a noncoin operated dispensing device (clear container). Pull-tab prices shall be equal to the price set by the manufacturer for each specific series.

The maximum price for any pull-tab shall not exceed fifty cents.

(3) Up to a maximum of three pull-tab series may be out for play at one time. All pull-tabs shall be sold from a booth or similar confined area which prohibits public access to the pull-tabs.

(4) Each pull-tab series shall constitute a separate table and have a separate number. Each series shall have a separate corresponding lock box, money paddle, chip rack for making change and payment of prizes. All currency, coin, or chips used to purchase pull-tabs, shall immediately be placed in the corresponding lock box by the attendant(s) on duty. All change given back to players shall be in the form of chips or coin.

(5) All winning pull-tabs shall be defaced when cashed in and deposited in the corresponding lock box. Winning pull-tabs shall be paid in chips and coin only. Provided: Winning pull-tabs may be redeemed for additional tabs from the same series only. When a winning pull-tab of five dollars or more is cashed, the attendant shall conspicuously delete all references to that prize being available to players from the flare prior to awarding the prize. In addition, for prizes over twenty dollars, the attendant(s) will verify the winner's identity and record the date, and initial the winning pull-tab. The winner shall be required to print their name and date of birth in ink on the winning pull-tab or to an attached sheet of paper.

(6) When a series is removed from play, the series (including the flare), the corresponding lock box and chip rack shall be transported to the count room by a runner at which time the box shall be opened for tabulation. All gross gambling receipts collected, prizes paid and tabs sold shall be tabulated and recorded on the pull-tab accounting report furnished by the commission in accordance with the instructions attached to the accounting report.

(7) After completing the count, winning pull-tabs shall be packaged separately or banded and placed with

the unused portion of that particular series in the original shipping container. The organization must retain the used series for a period of one year.

(8) At the completion of the fund-raising event, all series still out for play shall be transported to the count room in accordance with subsections (6) and (7) of this section. All unopened pull-tab series shall be returned to the licensed distributor who furnished the series for a full refund. Pull-tab series purchased for fund-raising events shall not be sold, or transferred.

WAC 230-25-200 Bingo at fund-raising events.

Bingo games conducted as part of a licensed fund-raising event (FRE) authorized by chapter 9.46 RCW shall be treated as conducted solely under the FRE license. All income, prizes awarded, and other expenses shall be separately accounted for, and reported to the commission as FRE activity. The following procedures apply to bingo conducted as part of a FRE:

(1) All general requirements and limitations set out in chapter 230-25 WAC apply.

Income.

(2) Income from bingo games shall be applied only against the maximum income permitted for FREs and shall not be applied against other maximum income limits imposed by chapter 9.46 RCW or the commission rules.

Rules not applicable to FRE bingo.

(3) All of the commission's rules applicable to the conduct of bingo games shall apply: Provided, That the following rules shall not be applicable to bingo games conducted as part of a FRE:

- (a) WAC 230-20-065;
- (b) WAC 230-20-070;
- (c) WAC 230-20-170;
- (d) WAC 230-20-242; and
- (e) WAC 230-20-246(10).

Bingo card inventory.

(4) If a FRE licensee is also a bingo licensee and uses disposable bingo cards for bingo games conducted at a FRE, the inventory control procedures of WAC 230-08-105 shall apply. A reference to all cards or packets of cards used shall be made in the inventory control records. If the organization does not have a license to conduct bingo, all unused cards or packets must be retained as part of the event record: Provided, That licensees may return unused cards or packets to the distributor if there are no breaks in the audit numbers of the unused portion. The distributor shall document the total number of cards or packets returned and the beginning and ending audit numbers.

Bingo at *limited* FREs.

(5) If bingo is conducted at a *limited* FRE (see WAC 230-25-325), only scrip shall be used to purchase bingo cards and participants may only play for merchandise prizes.

WAC 230-25-220 Raffles or similar drawings conducted at fund-raising events. Raffles or similar drawings may be conducted at fund-raising events (FREs) when they meet the following requirements:

Sales and drawings at event only.

(1) All aspects of a raffle or similar drawing must be conducted at the FRE to be considered a raffle held at such event. All tickets must be sold during the event and drawing(s) of a ticket, card, or other device must be held during the event.

Sales and drawings conducted outside a FRE.

(2) If any raffle ticket is sold, or any drawing for a raffle or similar drawing held, other than during a licensed FRE:

(a) No portion of the raffle or similar drawing shall be conducted at or during any licensed FRE; and

(b) The raffle or similar drawing shall not be considered as being held under the FRE license for such FRE.

Raffles conducted under a FRE license.

(3) Raffles or other similar drawings wherein the winner or winners are chosen by the drawing of a ticket or other card or device conducted at, or as a part of, a licensed FRE authorized by RCW 9.46.0311 shall be treated as conducted under the license to conduct that FRE. All income, prizes awarded, and other expenses shall be accounted for, and reported to the commission, as required for FREs but shall not be reported, or accounted for, as required for raffles conducted under a raffle license issued by the commission, or under different statutory authority: Provided, That the requirements of WAC 230-20-325 applicable to raffles shall be applicable to all such drawings conducted at a FRE, except that single chances on drawings may be sold for up to twenty-five dollars per chance.

Income from raffles.

(4) Income from raffles or other drawings conducted at, or as a part of, a FRE shall be applied only against the maximum income permitted for FREs and shall not be applied against other maximum income limits imposed by chapter 9.46 RCW or the commission's rules.

Rules not applicable to FRE raffles.

(5) All commission rules applicable to raffles, whether general or specific, shall apply to raffles and to the conduct of other similar drawings wherein the winner or winners are chosen by the drawing of a ticket or similar card or device at, or as a part of, a FRE, except as provided in subsection (3) of this section and except the following rules which shall not be applicable:

- (a) WAC 230-08-070;
- (b) WAC 230-20-350; and
- (c) WAC 230-12-020.

Raffles conducted under a raffle license during a FRE.

(6) Subsections (1) through (5) of this section shall not apply to a drawing held during a FRE if the raffle is

conducted under a raffle license issued by the commission and all tickets for the raffle are sold and deposited into the drawing container before the beginning of the FRE.

Raffles at *limited* fund-raising events.

(7) Two types of raffles may be offered at *limited* FREs (see WAC 230-25-325):

(a) Raffles as set forth in subsection (1) through (6) of this section; and

(b) Raffles conducted during *limited* FREs or at the end of the event as a means of determining who will win merchandise prizes. Raffle tickets for these types of raffles shall only be purchased with noncash value scrip provided at the event by the FRE equipment distributor.

WAC 230-25-230 Raffles or similar lotteries at fund-raising events – Tickets to be sold and income to be accounted for separately. (1) Tickets for entry into a raffle or similar lottery held at, and as a part of, a fund-raising event, wherein the winner or winners are determined by the drawing of a ticket from among tickets sold or issued, shall be sold or issued separately and each shall constitute a separate and equal chance to win with all other tickets sold or issued. No person shall be required to obtain more than one ticket, or to pay for anything other than the ticket, in order to enter any such raffle or similar lottery.

(2) The provisions of WAC 230-20-100 respecting receipting for, and accounting for, sales of raffle tickets and prizes shall apply to all such raffles and similar lotteries, which together shall be treated as raffles for the purposes of this rule. Each such raffle or similar lottery shall be accounted for separately from other activities in connection with the fund-raising event.

WAC 230-25-235 Fund-raising event – Rules for blackjack. The game of "21" (blackjack) when played as part of a licensed fund-raising event shall be played in conformance with the following:

(1) Cards shall be dealt from a dealing shoe. The deal shall begin with the shoe containing four full decks of cards and proceed until, in the dealer's judgment, the cards should be reshuffled or the cards withdrawn for examination and/or replaced. The shoe shall then be refilled with four decks of cards and the process repeated.

(2) All cards shall be dealt to the players face up.

(3) Players are not to remove or pick up cards from the table and will not "shuffle" or "cut" the cards.

(4) Only "standard size" playing cards shall be used.

(5) Cards may be shuffled using a device, apparatus, or mechanism. No device, apparatus, mechanism or thing which may give a participant in a card game an advantage over any other participant in that game may be used by any organization or person.

WAC 230-25-240 Prizes to be awarded only to persons who were present, and purchased tickets or made wagers, at fund-raising event. No prize or wager shall be paid or awarded in connection with a fund-raising event to any person who is, or was, not present at the event himself and personally there made the wager, or obtained the ticket or chance, resulting in such award or payment.

WAC 230-25-250 Operation of punch boards at a fund-raising event prohibited. No licensee to conduct a fund-raising event shall operate punch boards as a part of that event.

WAC 230-25-260 Bona fide member of organization conducting fund-raising event. (1) For the purposes of eligibility to participate in managing or otherwise assisting in the operation of a fund-raising event, a person is a bona fide member of a bona fide charitable or bona fide nonprofit organization only when he or she:

(a) Has become a member prior to the commencement of the fund-raising event and such membership was not dependent upon, or in any way related to the payment of consideration to participate in, any gambling activity; and

(b) Has (i) been admitted upon written application, only after investigation and ballot, with such action being recorded in the official minutes of a regular meeting, or (ii) has held full and regular membership status in the organization for a period of not less than twelve consecutive months prior to the subject fund-raising event; and

(c) Has paid reasonable initiation or admission fees for membership, and/or dues, consistent with the nature and purpose of the organization and with the type of membership obtained and is not in arrears in payment of such fees or dues; and

(d) Has met all other conditions required by the organization for membership and is in all respects a member in good standing at the time of the subject fund-raising event.

(2) Member or bona fide member shall include only members of an organization's specific chapter or unit licensed by the commission or otherwise actively conducting the fund-raising event: Provided, That

(a) Members of chapters or local units of a state, regional, or national organization may be considered members of the parent organization for the purpose of a fund-raising event conducted by the parent organization, if the rules of the parent organization so permit;

(b) Members of a bona fide auxiliary to a principal organization may be considered members of the principal organization for the purpose of a fund-raising event conducted by the principal organization. Members of the principal organization may also be considered members of its auxiliary for the purpose of a fund-raising event conducted by the auxiliary; and

(c) Members of any chapter or local unit within the jurisdiction of the next higher level of the parent organization, and members of a bona fide auxiliary to

that chapter or unit, may assist any other chapter or local unit of that same organization licensed by the commission in the conduct of a fund-raising event.

WAC 230-25-265 Fund-raising event – Regular salary for licensee's employee not "payment" for work on fund-raising event under certain conditions – Food and beverage exception. The salary of a regular and full time employee, or a regular but part time employee if the organization has employed a person in that part time position for the past three consecutive years, of an organization licensed to conduct fund-raising events shall not be deemed "payment" (as the term "paid" is used in RCW 9.46.0233) for work performed by the employee in connection with a fund-raising event conducted by that organization when all of the following conditions are met:

(1) The position held by the employee has been created for purposes unrelated to the conduct of fund-raising events and requires the performance of duties unrelated to fund-raising events year around. The employee's contribution to fund-raising events must be an incidental part of his or her total duties, consisting of less than 1% of total time worked for the organization; and

(2) The employee is paid on a recurring basis on a regular and established rate throughout the calendar year, unrelated to the income produced by any fund-raising event; and

(3) The employee does not operate any gambling game or lottery at any fund-raising event conducted by the organization but confines his or her services in connection with the event to assisting the organization's other members with the overall planning and organization of the event and with supervision of the supporting services for the event. However, such an employee who is also a bona fide member of the organization or its bona fide auxiliary and is not otherwise scheduled for duty in his or her assigned employee duties at the time the fund-raising event is to be held may participate in the conduct of the fund-raising event as a bona fide member as set out in WAC 230-25-260.

(4) For the purposes of this rule, the furnishing of food and nonalcoholic beverages to event volunteers, not to exceed \$20 per volunteer per event, shall not be construed as payment or compensation.

WAC 230-25-270 Certain incidental functions at fund-raising event not part of management and operation of event. Persons who perform only the following incidental functions in connection with a fund-raising event shall not be deemed to be participating in the "management or operation" of such an event for the purposes of that portion of RCW 9.46.020(23) requiring that persons participating in the management or operation of the event be members of the licensee organization:

(1) The serving of food and drink to participants in the event;

(2) The parking of cars;

(3) Acting as a police officer for the purposes of maintaining general crowd control and order at the event, or to detect persons cheating the participants or the house, when that person is a commissioned law enforcement officer with the power to make arrests in the jurisdiction in which the event is being held or is the employee of a commercial securities service firm licensed by the city, town, or county, in which the event is being conducted to provide such services;

(4) Providing janitorial functions;

(5) Persons whose participation is limited to supervising personnel carrying out the functions enumerated in (1), (2), (3) and (4).

Provided, That the payment to persons to perform these functions does not exceed the local prevailing level of payment for a similar function at other than fund-raising events.

WAC 230-25-310 Fund-raising event – List of workers to be available on premises. (1) The licensee conducting a fund-raising event (FRE) shall prepare and have available on the premises a list of all persons taking part in the management or operation of the FRE. Such list shall contain the name, address, telephone number and a description of the type of membership in the organization of each person. The list shall be maintained as part of the licensee's records of the event and shall be made available to any law enforcement officer or representative of the commission upon request.

(2) Licensees conducting *limited* FREs (see WAC 230-25-325) shall include the name of the FRE equipment distributor and shall obtain from the distributor the names of all workers employed by the distributor who worked the event.

WAC 230-25-315 Workers to wear identification tags. (1) Each licensee conducting a fund-raising event (FRE) shall furnish each member participating in the management or operation of the FRE an identification tag that, at a minimum, contains the names of the member and licensed organization. Name tags must include at least the member's first initial and last name or first name and initial of the last name. The licensee shall require each member to wear this tag at all times when the member is working at the FRE. The tag shall be worn in plain view so as to be easily seen and read by persons participating in the event. The type and style of tag shall be the option of the licensee.

(2) During a *limited* FRE (see WAC 230-25-325), employees of the FRE equipment distributor shall wear name tags that, at a minimum, state the first name of the employee and full name of the FRE equipment distributor.

WAC 230-25-320 Limits for operation and participation in fund-raising events. No person under the age of eighteen years of age, and no person intoxicated or under the influence of any drug or substance shall be allowed to participate in the operation or management, or participate as a player, at any fund-raising event.

WAC 230-25-325 Limited fund-raising event – Procedures and restrictions. Pursuant to RCW 9.46.0233(2), nonprofit or charitable organizations may offer *limited* fund-raising events (FREs). Organizations offering *limited* FREs must operate the FRE under the following operational procedures:

Operating procedures.

(1) Only members of the organization and their guests shall participate in the event. The event shall not be open to the general public.

(2) Participants shall purchase scrip with cash.

(3) Scrip shall be exchanged at gambling stations for chips.

(4) Only bona fide members will be utilized for all transactions involving acceptance of cash for scrip, conducting the schemes to determine the winners of merchandise prizes, and maintaining records during the event.

(5) The value of all purchased prizes must not exceed ten percent of the gross revenue from the event, less the cost of the FRE equipment rental contract.

(6) Any prizes purchased from the FRE equipment distributor must be disclosed. The cost may not exceed the fair market value. Prizes may be disclosed to the public at the retail value.

FRE equipment distributors.

Limitations.

(7) The nonprofit organization may only contract with a person or organization licensed as a FRE equipment distributor to provide the equipment and staff to operate the gaming stations.

(8) Under no circumstances shall employees of the FRE equipment distributor handle cash transactions or allow participants to purchase chips with cash.

Compensation.

(9) The fee paid to the FRE equipment distributor shall be in compliance with WAC 230-25-120. The FRE equipment distributor shall not share in any way in the proceeds of the event except as set forth in the rule.

Information to be submitted with FRE application.

(10) The application must include details relating to the initial cost to participate, and method for purchasing additional scrip, as well as identify all costs included in the initial price to enter that are not related to the gambling activity (i.e., meals, drinks, etc.). The application must also identify the scheme that will be followed to distribute the merchandise prizes to participants at the end of the event (i.e., raffle, auction, etc.).

(11) All contracts signed by the FRE licensee with the FRE equipment distributor and premises provider must be submitted with the FRE license application.

Fees.

(12) The licensing fee for a *limited* FRE shall be as set forth in WAC 230-04-202(4).

WAC 230-25-330 Recreational gaming activity – Rules for play. An organization, business, or association shall conduct a recreational gaming activity in accordance with the following rules:

(1) Any gambling device utilized for such activity must be rented or obtained from a licensed distributor of fund-raising event equipment or a licensee authorized to conduct fund-raising events (not applicable to homemade, nonprofessional devices);

(2) Gambling of any type shall be prohibited on the premises where recreational gaming activity takes place;

(3) Scrip or chips having no value shall be utilized for each activity;

(4) There shall be no fee charged for the opportunity to participate or enter the premises: Provided, That a fee may be charged for an accompanying dinner, meal, or entertainment associated with the activity, as long as such a fee is only related to those additional activities and the costs incurred in renting the devices utilized in the activity;

(5) A scheme may be utilized whereby participants can redeem their scrip or chips for prizes; Provided: All prizes must be donated to or provided by the sponsoring organization;

(6) The activity shall be limited to eight hours. The director may, for good cause shown, grant additional time;

(7) The sponsoring organization must notify local law enforcement officials at least ten days prior to the commencement of the activity, and specify the date, time, and location of the activity.

WAC 230-30-050 Punch board and pull-tab operating restrictions and dispensing limitations. The following operating restrictions and dispensing limitations apply to punch boards and pull-tabs:

(1) No person under the age of eighteen years and no person visibly intoxicated or visibly under the influence of any narcotic, shall be allowed to play or sell any punch board or pull-tab series. It shall be the responsibility of both the licensee and the person physically operating the punch board or pull-tab series to determine and ensure that no unauthorized person is allowed to play or sell.

(2) No operator shall permit the display or operation of any punch board or pull-tab which may have in any manner been marked, defaced, tampered with or otherwise placed in a condition, or operated in a manner, which may deceive the public or which affects the chances of winning or losing upon the taking of any chance thereon.

(3) No punch board or pull-tab series shall be placed out for play unless it meets the requirements of WAC 230-30-080.

(4) Once placed out for play, a punch board or pull-tab series flare may not be modified or otherwise changed, except for the deletion of prizes as required by WAC 230-30-070.

(5) All records, reports and receipts relating to a punch board or pull-tab series in play must be retained on the licensed premises so long as the series or punch board is in play and be made available on demand to law enforcement officers and representatives of the commission.

(6) Pull-tab dispensing limitations:

(a) No pull-tab shall be added to a series of pull-tabs after that series has been shipped from its place of manufacture;

(b) All pull-tabs must be sold from a commission approved dispensing device or a transparent container. If sold from a transparent container, the pull-tabs must be visible to the players so that the players are able to estimate the number of chances remaining in the series;

(c) All pull-tabs in a series must be thoroughly mixed prior to being placed in a dispensing device or clear container and being offered for sale. Failure to mix may result in a minimum five-day suspension of license for each series not mixed;

(d) Licensees may assemble pull-tabs into bundles with a sales price of up to twenty dollars: Provided, That the bundles must be thoroughly mixed prior to sale to the public;

(e) No person shall put out any pull-tab series for play unless the series of pull-tabs is wholly contained within the device or container used for dispensing that series. In cases where a spindle is used, the series of pull-tabs may sit upon the device or container used for dispensing that series: Provided, That progressive jackpot pull-tab games, as authorized by WAC 230-30-025, may utilize more than one machine for a series;

(f) No pull-tab series, or any portion thereof, shall be placed in any pull-tab dispensing device or container until any other series of pull-tabs previously in the device or container has been played out or permanently removed from play: Provided, That in the use of a multiple series dispensing device, each series shall be played independently and in accordance with this provision;

(g) Once placed out for play, no pull-tab shall be removed from the dispensing device or container until it is sold or the series is permanently removed from play, except only:

(i) Those pull-tabs removed by commission representatives or other law enforcement agency inspecting the device; or

(ii) Those tabs temporarily removed during necessary repair or maintenance of the dispensing device or container; or

(iii) Those pull-tab series that are being permanently held for a player. A series may be permanently held for a specific player who leaves the premises, but intends to return and play the series at a later date, under the following conditions:

(A) The player meets the criteria set forth in the operator's house rules. House rules shall be developed and posted in a manner that all players can observe. House rules shall be clear in meaning and shall contain the conditions and length of time a player can permanently hold a series;

(B) The series is wholly contained in a secure manner, clearly identified as a permanently held series, and stored in the immediate vicinity of the pull-tab area on the premises;

(C) Adequate accounting records shall be maintained showing the status of all held series;

(D) The series is not placed out for further public play once the specific player is finished playing it;

(E) The maximum time a player may permanently hold a series is seven days without play, not to exceed a total held time of fourteen days; and

(F) Operators may not have more than twenty-five series permanently held for players at one time.

(7) Any punch board or pull-tab series that is permanently removed from play shall not be placed out for further play under any circumstances: Provided, That boards or series may be temporarily removed from play for any of the following reasons and returned to normal play at a later time:

(a) Pull-tab series removed under authority of subsection (6)(g);

(b) To reserve a game for a specific player when:

(i) The licensee has established house rules for reserving games that include reasons or conditions for reserving such games and the maximum time for which a game may be reserved;

(ii) The house rules are clear in meaning and posted in a manner that players can observe; and

(iii) The board or series is clearly identified as reserved;

(c) A board or series is designated to be played during certain hours of the licensee's operation, such as "happy hour." Such games shall be clearly identified and house rules shall be posted regarding hours of play and/or other conditions affecting play.

WAC 230-30-070 Control of prizes – Restrictions – Bonus prizes – Displaying – Procedures for awarding. Punch board and pull-tab prizes shall be closely controlled to ensure players are not defrauded.

(1) All prizes from the operation of punch boards and pull-tabs shall be awarded in cash or in merchandise.

No licensee shall offer to pay cash in lieu of merchandise prizes which may be won.

(2) Additional chances on a punch board or pull-tab game may not be awarded as a prize. Provided, That prizes may involve the opportunity to advance and win a larger prize on the same punch board or pull-tab game as set forth in subsection (4) of this section.

(3) A bonus prize is a prize offered in a bonus pull-tab game, defined in WAC 230-30-040(1). A step-up prize is a prize offered on a punch board. The awarding of these prizes involves an immediate, additional opportunity to advance to a section of the game to determine the prize.

(4) On games where players advance, the bonus or step-up prizes may not be less than the highest prize available, which might otherwise have been won by the punch or pull-tab for which the opportunity was awarded.

Each punch board or pull-tab game offering bonus or step-up prizes must clearly indicate on its flare the terms and conditions under which the bonus or step-up prize may be won, including the amount of the bonus or step-up prize.

(5) The licensee shall display prizes so that a customer can easily determine which prizes are available from any particular punch board or pull-tab series or device operated or located upon the premises. In addition, the following requirements apply.

(a) Merchandise prizes shall be displayed as follows:

(i) In the immediate vicinity of the punch board or pull-tab series and in plain view: Provided, That games that offer merchandise prizes that are "surprises" may be wrapped in some way so players are unable to identify what the prize is until opened;

(ii) If size or space constraints do not allow the prize to be displayed as provided in (a)(i) of this subsection, the merchandise prize may be displayed elsewhere on the premises provided that a specific reference to that actual prize is noted on the flare; or

(iii) If the merchandise prize cannot be displayed on the premises, an accurate description and/or photograph of the prize must be displayed in plain view on or immediately adjacent to the flare.

(b) Cash prizes shall be clearly represented on the prize flare;

(c) Combination cash and merchandise prizes must meet the requirements of both (a) and (b) of this subsection;

(6) The following procedures apply to the removal of prizes from the game flare and the presentation of prizes to winning players:

(a) Upon determination of a winner of a merchandise prize, the licensee shall immediately remove that prize from the flare and present the prize to the winner upon demand;

(b) Upon determination of a winner of any cash prize over twenty dollars, or of any merchandise prize with a retail value over twenty dollars, the licensee shall permanently and conspicuously delete all references to that prize from any flare, punch board, or pull-tab dispensing device upon which such reference may appear, and from any other list, sign, or notice which may be posted, in such a manner that all future customers will know the prize is no longer available. On step-up punch boards and bonus pull-tab games, once all opportunities in a section of the flare have been won, all references to prizes no longer available to be won must be deleted on the flare. Operators may correct an inadvertently deleted prize by noting on the flare that such prize is still available. Such reference shall be permanently and conspicuously deleted when the prize is actually awarded. Failure to permanently and conspicuously delete a prize from the flare may result in the director initiating actions to revoke a license for violation of RCW 9.46.190 (defrauding a participant). The prize shall be

paid or delivered to the winner only after all reference to such prize has been deleted from the flare.

(7) Payment of prizes. The licensee must pay or award to the customer or player playing the punch board or pull-tab series all such prizes that are required to be, but have not been, deleted from the flare when the punch board or pull-tab series is completely played out.

(8) Record of winners. When any person wins a cash prize of over twenty dollars or wins a merchandise prize with a retail value of more than twenty dollars from the play of any punch board or pull-tab series, the licensee or licensee's representative shall make a record of the win. The record of the win shall be made in the following manner:

(a) The winners shall be required to print their name and date of birth, in ink, upon the side of the winning punch or tab opposite the winning symbol(s);

(b) The licensee or their representative shall then verify the winner's identity and record the date and initial the winning punch or tab; and

(c) If the pull-tab or punch is constructed or printed in such a manner as to preclude recording the information required in (a) and (b) of this subsection in a legible manner, the licensee may record the required information on a sheet of paper not less than three inches by five inches and staple the winning tab or punch thereto.

(9) Defacing winning punches or tabs. The licensee shall, within twenty-four hours after a winning pull-tab or punch worth more than twenty dollars has been presented for payment, mark or perforate the winning symbols in such a manner that the pull-tab or punch cannot be presented again for payment.

(10) Spindle, banded, or "jar" type pull-tabs played in a manner which awards merchandise prizes only. Pull-tab series which award only merchandise prizes valued at no more than twenty dollars, are hereby permitted to employ schemes whereby certain predesignated pull-tabs are free or the player is otherwise reimbursed the actual cost of said pull-tabs. Flares for spindle-type pull-tabs operated in this manner shall designate the total number of pull-tabs in the series and the total number of pull-tabs designated as free or reimbursable. Free or reimbursable pull-tabs in these types of pull-tab series shall not constitute a prize or prizes nor shall moneys collected and later reimbursed constitute revenue for the purposes of determining gross gambling receipts.

WAC 230-30-090 All devices must comply with rules. No operator shall display or put out for play, and no distributor or manufacturer or their representatives shall sell or otherwise furnish, any punch board, series of pull-tabs, or device for the dispensing of pull-tabs unless such punch boards, pull-tabs or devices for the dispensing of pull-tabs conform to all requirements of this state's laws and the rules of this commission, as they now exist or are hereafter amended.

WAC 230-30-104 Possession or sale of pull-tab series in which winners or location of winners may be determined in advance – Prohibited. (1) No

operator, distributor, or manufacturer, or representative thereof, with knowledge or in circumstances under which he or she reasonably should have known, shall possess, display, put out for play, sell, or otherwise furnish to any person any pull-tab series or pull-tab from any series:

(a) In which the winning tabs have not been distributed and mixed among all other tabs in the series; or

(b) In which the location, or approximate location, of any of the winning tabs can be determined in advance of opening the tabs in any manner or by any device, including but not limited to, any pattern in the manufacture, assembly, or packaging of the tabs by the manufacturer, by any markings on the tabs or container, or by the use of a light; or

(c) Which does not conform in any other respect to the requirements of these rules as to manufacture, assembly, or packaging of pull-tabs.

WAC 230-30-210 Sales restrictions. (1) No manufacturer, distributor or distributor's representative, shall sell or otherwise make available to any person any punch boards, pull-tabs, pull-tab dispensing devices or related equipment in this state unless it has first determined that such person has a valid license issued by the commission to sell or otherwise distribute such equipment within this state, or to operate such activity on a particular premise within this state.

(2) No operator, distributor or distributor's representative, shall purchase or otherwise obtain from any person any punch board, pull-tab, device for the dispensing of pull-tabs or related equipment in this state until it has first determined that the person selling or otherwise offering such equipment has a valid license issued by the commission to sell the equipment in this state or has been registered with the commission as required.

(3) No operator shall put out for play and no distributor shall sell or otherwise furnish, any punch board or series of pull-tabs unless the manufacturer of punch boards or series of pull-tabs has been licensed by the commission.

(4) No manufacturer or distributor or representative thereof shall use as a sales promotion any statement, demonstration, or implication that any certain portion of a series of pull-tabs contains more winners than other portions of the series or that any series of pull-tabs may be sold by the operator in a particular manner that would give the operator any advantage in selling more of the pull-tabs before having to pay out winners.

(5) Manufacturers shall not offer for sale in Washington any punch board or pull-tab series in which the winning punches or pull-tabs are not randomly distributed and mixed among all other punches or pull-tabs in that board or series.

(6) This rule shall not prohibit licensed distributors from selling to Indian tribes operating Class II activities which are legal under federal law.

FUND-RAISING EVENT CENTRAL ACCOUNTING SYSTEM

The attached packet includes eight basic forms that must be included in the records of your fund-raising event. You may expand your record keeping beyond these basic requirements, but you **MUST**, as a minimum, utilize this basic package.

These basic records will provide the information you will need to prepare your fund-raising event report that must be sent to the commission no later than 30 days following the date of your event. **DO NOT, however, send your detailed records to the commission.** Keep them as part of your organization's records for a period of not less than three years following the end of the current fiscal year.

The eight basic forms consist of:

- | | |
|---|--|
| 1. Fill Receipts (GC2-113) | 6. Record of Distribution of Net Receipts in Excess of \$10,000 (GC2-117a) |
| 2. Count Slips (GC2-114) | 7. Pull-Tab Income Summary (If Pull-Tabs Are Conducted) (GC2-220) |
| 3. Game Control Sheets (GC2-115) | 8. List of Workers (GC2-235) |
| 4. Game Revenue Summary (GC2-116) | |
| 5. Cash and Chip Count and Reconciliation (GC2-117) | |

1. **Fill Receipts** are pre-numbered and must be used in sequence. All copies provided must be maintained as part of your records whether they have been used or not. **Fill Receipts** must be prepared in duplicate for each transfer of money to a gaming table. The runner will initial the receipt after verifying the amount of money (or chips) being sent to the table. The original white copy of the receipt will remain with the preparer and the yellow copy will go to the game table with the money and chips. The dealer will verify the amount, initial the yellow copy of the receipt, and place the yellow copy in the lock box.
2. **Count Slips** are also pre-numbered and must be used in sequence. As with **Fill Receipts**, keep all copies provided as part of your records. **Count Slips** must be prepared for all transfers from the gaming tables to the count room. Prepare a **Count Slip** each time a lock box or change tray is brought to the count room.
3. The **Game Control Sheets** will be used to record the transfers of money to and from each gaming table. Prepare a **Game Control Sheet** for each gaming table operated. Post each **Fill Receipt** and **Count Slip** to the appropriate **Game Control Sheet**.
4. The **Game Revenue Summary** is used to accumulate the totals from each **Game Control Sheet** and the receipts from other activities such as bingo, raffles, lotteries, and drawings. This form will not be used until the end of the day or event. It provides the information on the event's net receipts needed for the cash and chip reconciliation and to prepare the fund-raising event report for submission to the commission.
5. The **Cash and Chip Count and Reconciliation** is designed to help you count the beginning and ending bankrolls. The final section (cash and chip reconciliation) compares the actual cash with the records of the event to determine whether or not there is an overage or shortage. Notice that spaces are provided for the **REQUIRED** signatures of the person verifying the beginning and ending bankrolls. Two people will verify the beginning amount and three people must verify the ending amount.
6. The **Record of Distribution of Net Receipts in Excess of \$10,000** must be completed and retained as part of the records of your fund-raising event if you have to distribute any net receipts in excess of the \$10,000 limitation, as defined by WAC 230-25-030, to the participants of your event.
7. The **Pull-Tab Income Summary** is required if pull-tabs are sold at your fund-raising event. Please read the instructions provided on the back of the form carefully.
8. The **List of Workers** must include the name, address, phone number and type of membership held in your organization as required by WAC 230-25-315.

RECEIVED	RECEIVED	RECEIVED

WASHINGTON STATE GAMBLING COMMISSION
POST OFFICE BOX 42400
OLYMPIA, WA. 98504-2400 — (360) 438-7654 ext. 327

ATTENTION
 Submit Report even if you
 had no activity

FUND RAISING EVENT REPORT
*** EXAMPLE ***

DATES ACTIVITIES WERE HELD

The Alde Fraternal Organization

Please complete the following items: (See attached instructions). Include only items **DIRECTLY RELATED** to your Fund Raising Event.
PLEASE ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR.

(1) GAMBLING REVENUE (Loss) PER RECORDS:

NET RECEIPTS		NET RECEIPTS		NET RECEIPTS	
(A) BLACK JACK	\$ 667.00	(E) WHEEL OF FORTUNE	\$.00	(H) ROULETTE	\$.00
(B) CHUCK-A-LUCK	84.00	(F) CRAPS	.00	(I) HORSE RACE	.00
(C) 4-5-6	100.00	(G) BEAT MY SHAKE	.00	(J) OTHER	100.00
(D) BEAT THE DEALER	200.00				

(K) BINGO, RAFFLES, LOTTERIES, AND DRAWINGS
 (L) PULL TABS

GROSS RECEIPTS	PRIZES PAID	
385.00	300.00	= 85.00
414.00	360.00	= 54.00
		1290.00

- (2) NET RECEIPTS (Loss) per records (Total (A) thru (L) above) 1290.00
 (3) **ADJUSTMENTS TO NET RECEIPTS:**
 DRAWING FOR EXCESS OVER \$10,000 (See reconciliation below) < .00 >
 (4) **TOTAL ADJUSTED NET RECEIPTS (Loss) FOR THIS EVENT - NOT TO EXCEED \$10,000** 1290.00

EXPENSES:

(5) GAMBLING LICENSE FEE	315.00
(6) SUPPLIES	75.00
(7) TAXES - LOCAL - (City/County)	.00
- STATE - (Incl. B&O tax)	300.00
- FEDERAL	.00
(8) BUILDING RENT	.00
(9) EQUIPMENT - Rent /Purchases/Depreciation (circle any that apply)	.00
(10) UTILITIES (Include telephone)	50.00
(11) ADVERTISING	10.00
(12) CONTRACT SERVICES (Security, accounting, janitorial, etc.)	.00
(13) (OVER)/SHORT (Circle one - over in brackets. Deduct overage from expenses.)	< 2.00 >
(14) OTHER EXPENSES (Attach a detailed list)	.00
(15) TOTAL EXPENSES (Add items 5 through 14)	748.00
(16) NET INCOME (Deduct item 15 from item 4)	\$ 542.00

ANNUAL NET RECEIPTS RECONCILIATION

COMPLETE THIS SECTION ONLY IF YOU HAD A PRIOR FUND RAISING EVENT THIS CALENDAR YEAR

NET RECEIPTS (Loss) PER RECORDS (Item 2)	\$.00
ADD ADJUSTED NET RECEIPTS FROM PRIOR EVENT HELD THIS YEAR (Item 4)	.00
TOTAL ANNUAL NET RECEIPTS (Total of above 2 lines)	\$.00
LESS ANNUAL LIMITATION	< 10,000.00 >
EXCESS ANNUAL NET RECEIPTS (If positive, hold a drawing(s) on this amount and record on Item 3)	\$.00

DO NOT SEND MONEY WITH THIS REPORT

Signature and Verification: I declare under the penalties of perjury that this report (including any accompanying statements or lists) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

(17) The Big Guy (Officer / Employer / Member) President (Title) (206) 555-1234 (Daytime Telephone) 8/5/97 (Date)
 (18) _____ (Print Name of Preparer) _____ (Business Name) _____ (Daytime Telephone) _____ (Date)

Send **Original** to Washington State Gambling Commission. Keep **Duplicate** for your records.

ORIGINAL

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT

FILL RECEIPT N^o 9540

Date: 7/29/97 Time: 4:00 PM

\$ 200.00 To Table No.: 1

Prepare in duplicate: Received by (INITIALS):

Leave ORIGINAL with Cashier Runner: L.L.

Place COPY in lock box at table. Dealer: _____

GC2-113 (Rev. 8/97)

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT

FILL RECEIPT N^o 9540

Date: 7/29/97 Time: 4:00 PM

\$ 200.00 To Table No.: 1

Prepare in duplicate: Received by (INITIALS):

Leave ORIGINAL with Cashier Runner: L.L.

Place COPY in lock box at table. Dealer: Y.B.

GC2-113 (Rev. 8/97)

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT

FILL RECEIPT N^o 9541

Date: 7/29/97 Time: 6:35 PM

\$ 120.00 To Table No.: 1

Prepare in duplicate: Received by (INITIALS):

Leave ORIGINAL with Cashier Runner: L.L.

Place COPY in lock box at table. Dealer: _____

GC2-113 (Rev. 8/97)

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT

FILL RECEIPT N^o 9541

Date: 7/29/97 Time: 6:35 PM

\$ 120.00 To Table No.: 1

Prepare in duplicate: Received by (INITIALS):

Leave ORIGINAL with Cashier Runner: L.L.

Place COPY in lock box at table. Dealer: Y.B.

GC2-113 (Rev. 8/97)

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT

FILL RECEIPT N^o 9542

Date: 7/29/97 Time: 9:15 PM

\$ 200.00 To Table No.: 1

Prepare in duplicate: Received by (INITIALS):

Leave ORIGINAL with Cashier Runner: L.L.

Place COPY in lock box at table. Dealer: _____

GC2-113 (Rev. 8/97)

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT

FILL RECEIPT N^o 9542

Date: 7/29/97 Time: 9:15 PM

\$ 200.00 To Table No.: 1

Prepare in duplicate: Received by (INITIALS):

Leave ORIGINAL with Cashier Runner: L.L.

Place COPY in lock box at table. Dealer: Y.B.

GC2-113 (Rev. 8/97)

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT

FILL RECEIPT N^o 9543

Date: 7/29/97 Time: 9:50 PM

\$ 80.00 To Table No.: 1

Prepare in duplicate: Received by (INITIALS):

Leave ORIGINAL with Cashier Runner: L.L.

Place COPY in lock box at table. Dealer: _____

GC2-113 (Rev. 8/97)

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT

FILL RECEIPT N^o 9543

Date: 7/29/97 Time: 9:50 PM

\$ 80.00 To Table No.: 1

Prepare in duplicate: Received by (INITIALS):

Leave ORIGINAL with Cashier Runner: L.L.

Place COPY in lock box at table. Dealer: Y.B.

GC2-113 (Rev. 8/97)

**WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT
COUNT SLIP**

Received from Table No. 1
 Date: 7/29/97 Time: 6:05 PM

Currency	No.	Amount
\$ 100.00's		\$
50.00's		
20.00's	<u>3</u>	<u>60.00</u>
10.00's	<u>4</u>	<u>40.00</u>
5.00's	<u>2</u>	<u>10.00</u>
2.00's		
1.00's		

Coin

\$ 1.00's		\$
.50's		
.25's		
.10's		
.05's		
.01's		

Chips

\$ 10.00's		\$
5.00's		
1.00's		
.50's		

TOTAL \$ 110.00

Verified by (Initials) B.B. S.P.

GC2-114 (Rev. 8/97)

**WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT
COUNT SLIP**

Received from Table No. 1
 Date: 7/29/97 Time: 8:20 PM

Currency	No.	Amount
\$ 100.00's		\$
50.00's		
20.00's	<u>4</u>	<u>80.00</u>
10.00's	<u>7</u>	<u>70.00</u>
5.00's	<u>11</u>	<u>55.00</u>
2.00's		
1.00's	<u>10</u>	<u>10.00</u>

Coin

\$ 1.00's		\$
.50's		
.25's		
.10's		
.05's		
.01's		

Chips

\$ 10.00's		\$
5.00's		
1.00's		
.50's		

TOTAL \$ 215.00

Verified by (Initials) B.B. S.P.

GC2-114 (Rev. 8/97)

**WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT
COUNT SLIP**

Received from Table No. 1
 Date: 7/29/97 Time: 10:40 PM

Currency	No.	Amount
\$ 100.00's		\$
50.00's		
20.00's		
10.00's	<u>6</u>	<u>60.00</u>
5.00's	<u>21</u>	<u>105.00</u>
2.00's	<u>2</u>	<u>4.00</u>
1.00's	<u>14</u>	<u>14.00</u>

Coin

\$ 1.00's		\$
.50's		
.25's		
.10's		
.05's		
.01's		

Chips

\$ 10.00's		\$
5.00's		
1.00's		
.50's		

TOTAL \$ 183.00

Verified by (Initials) B.B. S.P.

GC2-114 (Rev. 8/97)

**WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT
COUNT SLIP**

Received from Table No. 1
 Date: 7/29/97 Time: 11:50 PM

Currency	No.	Amount
\$ 100.00's		\$
50.00's		
20.00's		
10.00's	<u>1</u>	<u>10.00</u>
5.00's	<u>2</u>	<u>10.00</u>
2.00's		
1.00's	<u>8</u>	<u>8.00</u>

Coin

\$ 1.00's	<u>44</u>	<u>44.00</u>
.50's	<u>6</u>	<u>3.00</u>
.25's		
.10's		
.05's		
.01's		

Chips

\$ 10.00's		\$
5.00's	<u>22</u>	<u>110.00</u>
1.00's	<u>53</u>	<u>53.00</u>
.50's		

TOTAL \$ 238.00

Verified by (Initials) B.B. S.P.

GC2-114 (Rev. 8/97)

FUND RAISING EVENT GAME CONTROL SHEET

[illegible]

GC2-115 (REV. 8/97)

WASHINGTON STATE GAMBLING COMMISSION

**FUND RAISING EVENT
GAME REVENUE SUMMARY**

LICENSEE NAME: Ye Olde Fraternal Organization DATE: 7-29-97

GAMING TABLE	NAME OF GAME	TOTAL CASH AND CHIPS RETURNED FROM GAME	(-)	TOTAL FILLS TO GAME	(-)	NET RECEIPTS (LOSS)
1	Blackjack	\$ 746.00		\$ 600.00		\$ 146.00
2	Blackjack	833.00		500.00		333.00
3	Blackjack	520.00		530.00		(10.00)
4	Blackjack	798.00		600.00		198.00
5	Chuck-A-Luck	214.00		130.00		84.00
6	Beat the Dealer	600.00		400.00		200.00
7	4-5-6	570.00		470.00		100.00
8	Sweet 16	150.00		50.00		100.00
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
TOTAL ALL GAMES		<u>\$ 4431.00</u>		<u>\$ 3280.00</u>		<u>\$ 1151.00</u>
		GROSS RECEIPTS		PRIZES PAID		
BINGO, RAFFLES, LOTTERIES, AND DRAWINGS		\$		\$		\$ 85.00
PULL TABS		54.00
DRAWING FOR EXCESS OF \$10,000
TOTAL ALL ACTIVITIES						<u>\$ 1290.00</u>

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT
COUNT AND RECONCILIATION OF CASH AND CHIPS

LICENSEE NAME: Ye Olde Fraternal Organization DATE: 7/29/97

COUNT OF CASH AND CHIPS

CURRENCY	BEGINNING CASH		ENDING CASH	
	HOW MANY	AMOUNT	HOW MANY	AMOUNT
\$ 100.00's		\$	1	\$ 100.00
50.00's			3	150.00
20.00's			72	1440.00
10.00's			78	780.00
5.00's			88	440.00
2.00's			4	8.00
1.00's			299	299.00
COIN				
\$ 1.00's	3000	3000.00	1675	1675.00
.50's	4000	2000.00	2785	1392.50
OTHER COINS				7.50
CHECKS (ATTACH LIST)				
TOTAL		\$ 5000.00 (1)		\$ 6292.00 (3)

DENOMINATION	BEGINNING CHIPS		ENDING CHIPS	
	HOW MANY	AMOUNT	HOW MANY	AMOUNT
\$ 10.00's	100	\$ 1000.00	100	\$ 1000.00
5.00's	500	2500.00	500	2500.00
1.00's	5000	5000.00	5000	5000.00
.50's	3000	1500.00	3000	1500.00
TOTAL		\$ 10000.00 (2)		\$ 10000.00 (4)

VERIFICATION SIGNATURES

BEGINNING BANKROLL

Aces R. High
Court M. Up

ENDING BANKROLL

Court M. Up
Med Cheese
Scrooge McHordes

CASH AND CHIP RECONCILIATION



	CASH (+)	CHIPS (=)	TOTAL
ACTUAL ENDING BANKROLL PER COUNT	\$ 6292.00 (3)	\$ 10000.00 (4)	\$ 16292.00
LESS BEGINNING BANKROLL	5000.00 (1)	10000.00 (2)	15000.00
NET RECEIPTS (LOSS) PER ACTUAL COUNT	\$ 1292.00	\$ 0	1292.00
NET RECEIPTS (LOSS) PER RECORDS			1290.00
OVER / (SHORT)			\$ 2.00

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT
Pull Tab Income Summary

LICENSEE NAME:

EVENT DATE:

PAGE OF

WASHINGTON STATE I.D. STAMP NUMBER/LABEL	NAME OF GAME	STATION (TABLE) NUMBER	COMPUTATION OF GROSS GAMING RECEIPTS					PRIZES PAID (6) CHIPS / COIN ONLY	CASH RECONCILED		
			(1) SIZE OF GAME	(2) NUMBER NOT SOLD	(3) NUMBER PLAYED	(4) COST PER PLAY	(5) GROSS GAMBLING RECEIPTS		(7) NET GAMBLING RECEIPTS	(8) ACTUAL CASH COUNT	(9) CASH OVER OR (SHORT)
 10133823	Nevada Club	9	1600	1100	500	.50	250.00	210.00	40.00	37.00	<3.00>
 10133824	Super X	10	1600	1272	328	.50	164.00	150.00	14.00	15.00	1.00
TOTALS (10)							414.00	360.00	54.00	52.00	<2.00>

NOTE: Instructions are on the back of this form.

FUND RAISING EVENT GAME CONTROL SHEET

TABLE NO. _____ NAME OF GAME: _____

GC2-115 (REV. 8/97)

WASHINGTON STATE GAMBLING COMMISSION

FUND RAISING EVENT GAME REVENUE SUMMARY

LICENSEE NAME: _____ DATE: _____

GAMING TABLE	NAME OF GAME	TOTAL CASH AND CHIPS RETURNED FROM GAME	(-)	TOTAL FILLS TO GAME	(=)	NET RECEIPTS (LOSS)
1		\$		\$		\$
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
TOTAL ALL GAMES		\$		\$		\$
		GROSS RECEIPTS		PRIZES PAID		
BINGO, RAFFLES, LOTTERIES, AND DRAWINGS		\$		\$		\$
PULL TABS						
DRAWING FOR EXCESS OF \$10,000						
TOTAL ALL ACTIVITIES						\$

WASHINGTON STATE GAMBLING COMMISSION
FUND RAISING EVENT
COUNT AND RECONCILIATION OF CASH AND CHIPS

LICENSEE NAME: _____ DATE: _____

COUNT OF CASH AND CHIPS

CURRENCY	BEGINNING CASH		ENDING CASH	
	HOW MANY	AMOUNT	HOW MANY	AMOUNT
\$ 100.00's	_____	\$ _____	_____	\$ _____
50.00's	_____	_____	_____	_____
20.00's	_____	_____	_____	_____
10.00's	_____	_____	_____	_____
5.00's	_____	_____	_____	_____
2.00's	_____	_____	_____	_____
1.00's	_____	_____	_____	_____
COIN				
\$ 1.00's	_____	_____	_____	_____
.50's	_____	_____	_____	_____
OTHER COINS	_____	_____	_____	_____
CHECKS (ATTACH LIST)	_____	_____	_____	_____
TOTAL		\$ _____ (1)		\$ _____ (3)

DENOMINATION	BEGINNING CHIPS		ENDING CHIPS	
	HOW MANY	AMOUNT	HOW MANY	AMOUNT
\$ 10.00's	_____	\$ _____	_____	\$ _____
5.00's	_____	_____	_____	_____
1.00's	_____	_____	_____	_____
.50's	_____	_____	_____	_____
TOTAL		\$ _____ (2)		\$ _____ (4)

VERIFICATION SIGNATURES	BEGINNING BANKROLL	ENDING BANKROLL
_____	_____	_____
_____	_____	_____

CASH AND CHIP RECONCILIATION

	CASH	(+)	CHIPS	(=)	TOTAL
ACTUAL ENDING BANKROLL PER COUNT	\$ _____	(3)	\$ _____	(4)	\$ _____
LESS BEGINNING BANKROLL		(1)		(2)	
NET RECEIPTS (LOSS) PER ACTUAL COUNT	\$ _____		\$ _____		
NET RECEIPTS (LOSS) PER RECORDS					
OVER / (SHORT)					\$ _____

WASHINGTON STATE GAMBLING COMMISSION

**FUND RAISING EVENT
RECORD OF DISTRIBUTION OF NET RECEIPTS IN EXCESS OF \$10,000**

LICENSEE NAME: _____ DATE: _____

	NAME AND ADDRESS	AMOUNT
1		\$
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
	TOTAL DISTRIBUTION	\$

THIS FORM MUST BE COMPLETED AND RETAINED AS PART OF THE RECORDS OF YOUR FUND RAISING EVENT IF YOU HAVE TO DISTRIBUTE TO THE PARTICIPANTS OF YOUR EVENT ANY NET RECEIPTS IN EXCESS OF THE \$10,000 LIMITATION AS DEFINED BY WAC 230-25-030.

FUND RAISING EVENT LIST OF WORKERS

[illegible]

PAGE OF

**FUND-RAISING EVENT
PULL-TAB INCOME SUMMARY
INSTRUCTIONS**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:

NOTE: Each pull-tab series shall constitute a separate table and have a separate number. Each series shall have a separate corresponding lock box, money paddle, chip rack for making change and payment of prizes. All currency, coin or chips used to purchase pull-tabs shall immediately be placed in the corresponding lock box by the attendant(s) on duty. All change given back to players shall be in the form of chips or coin.

NOTE: Up to a maximum of three pull-tab series may be out for play at one time. All pull-tabs must be sold from a booth or similar confined area which prohibits public access. Pull-tabs shall only be sold out of the original shipping container or a non-coin operated dispensing device (clear container). All pull-tab series for use at fund-raising events shall contain the Washington State inspection identification stamps and shall be purchased for specific use at fund-raising events and delivered to the licensee no earlier than 24 hours before the commencement of the event.

The numbered instructions below correspond to the numbers above or adjacent to the items printed on the face of this form. If you require assistance or have questions, please contact the special agent assigned to your area or the financial reporting section at (360) 486-3440.

- (1) **SIZE OF GAME:** The total number of pull-tabs available from the series prior to being placed in play. You should find this amount recorded on the flare for the pull-tabs.
- (2) **NUMBER NOT SOLD:** The total number of pull-tabs that remain unplayed when the series is removed from play. **NOTE:** This amount can only be determined by actual count.
- (3) **NUMBER PLAYED:** The “Size of Game” less “Number Not Sold”. For Gambling Commission account purposes, “Number Played” means all chances that are removed or missing from the series. These chances are assumed to be played whether they were sold, lost, stolen, or otherwise unaccounted for.
- (4) **COST PER PLAY:** The price to play a single chance from the pull-tab series. **NOTE:** The price must be posted on the flare and shall be equal to the price set by the manufacturer.
- (5) **GROSS GAMBLING RECEIPTS:** the “Number Played” multiplied by the “Cost Per Play” (see WAC 230-02-110 for definition of gross gambling receipts).
- (6) **PRIZES PAID:** The value of all chips and coins awarded as prizes for a particular set. Winning pull-tabs shall be paid in chips and coin only. **Provided:** Winning pull-tabs may be redeemed for additional tabs from the same series only. When a winning pull-tab of more than twenty dollars (\$20) is cashed, the attendant shall immediately delete that prize from the corresponding flare with a black marker. In addition, the attendant(s) shall record the name and date of birth of the winner for prizes paid in excess of twenty dollars (\$20). All winning pull-tabs shall be defaced when cashed in and deposited in the corresponding lock box.
- (7) **NET GAMBLING RECEIPTS:** “Gross Gambling Receipts” less “Prizes Paid”.
- (8) **ACTUAL CASH COUNT:** The actual currency, coin or chips on hand, per count, when each individual set is removed from play. When a series is removed from play, the series (including the flare), the corresponding lock box, and chip rack shall be transported to the count room by a runner; at which time the box shall be opened for tabulation. After completing the count, winning pull-tabs shall be packaged separately or banded and placed with the unused portion of the particular series in the original shipping container. The organization must retain the used series for a period of one year. This amount should reasonably agree with the “Net Gambling Receipts”.
- (9) **OVER OR (SHORT):** The difference between “Net Gambling Receipts” and “Actual Cash Count”. This difference could be due to miscounts, stolen or lost tabs, or inadvertent mixing of the cash between different sets. Substantial amounts (either over or short) recorded in this column are an indication of problems with accounting controls and should be investigated.
- (10) **TOTALS:** Each column with a total must be summed and these totals should then be combined with the totals from other pages. **NOTE:** At the completion of the fund-raising event, all series still out for play shall be transported to the count room by a runner for tabulation. All unopened pull-tab series shall be returned to the licensed distributor who furnished the series for a full refund. Pull-tabs may not be sold or transferred to another licensee.